

## CITY OF ALAMEDA

### Memorandum

To: Honorable Mayor and  
Members of the City Council

From: Lisa Goldman  
Acting City Manager

Date: May 17, 2011

Re: Set June 7, 2011, for a Hearing to Consider Collection of Delinquent  
Administrative Citation Fees and Vacant Building Assessments Via the  
Property Tax Bills

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### BACKGROUND

City of Alameda Municipal Code Section (AMC) 1-7.12, entitled "Recovery of Administrative Costs," allows for the collection of any delinquent administrative citation fines or late payment charges by means of a judgment lien against real property on which the violation(s) occurred.

City of Alameda Municipal Code Section (AMC) 13-11.13, entitled "Collection of the Administrative Penalty" and 13-12.5, entitled "Failure to Pay Fee; Special Assessment or Lien," allows for the collection of any past due vacant building monitoring fees and administrative penalties assessed by the hearing officer by means of a special assessment and/or lien against the real property determined to be vacant and in violation.

### DISCUSSION

The Code Enforcement section of the Community Development Department issues administrative citations for violations of the Alameda Municipal Code. When a property owner fails to respond and voluntarily comply with repeated notices sent by Code Enforcement staff, an administrative citation may be issued. Those parcels for which administrative citation fees are unpaid as of June 30, 2011, will have a judgment lien recorded against the property on July 1, 2011.

In addition to past due administrative citation fines or late payment charges, this year the City is including past due Vacant Building Monitoring fees and Administrative Penalties as assessed by the Hearing Officer. These past due charges will be processed along with the past due administrative citations in order to improve efficiency in the collection of both types of billings.


FINANCIAL IMPACT

Delinquent administrative citation fees will be determined at the close of business on June 30, 2011. This is the final day of the acceptance of late payments.

RECOMMENDATION

Set a hearing date of June 7, 2011 for consideration of collection of delinquent administrative citation fees and any past due vacant building monitoring fees and administrative penalties via the property tax bills.

Respectfully submitted,



Gregory J. McFann  
Building Official